

Helping our Children Grow



Glendale

Early Education Centre



# Family Information Booklet

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a.u.b. vraag om hulp van het personeel.

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Glendale Early Education Centre would like to acknowledge that we work and play on the traditional country of the Awabakal people and pay our respects to the Elders past and present for their continuing custodianship of the land. We recognise that Aboriginal people have nurtured and educated children on this land for thousands of years, we respect that history and look for ways to recognise and celebrate Aboriginal and Torres Strait Islander culture through our daily programs and practices in this place. We also commit to reflect on reconciliation and equality during our daily programs. Glendale Early Education Centre also acknowledges the diverse cultures and abilities of all people represented in our community.

## WELCOME

Welcome to Glendale Early Education Centre Inc. This booklet has been prepared as an introduction to our Centre and to assist you and your family in settling into our service, whilst also providing important information, which may be relevant to your family.

We hope that this Family Information Booklet will be informative and help in making you more familiar with the education, care and services provided by the centre and thereby more comfortable with your decision to entrust us to educating and caring for your precious children. The service successfully completed the Accreditation process in 2003, 2005, 2008 and 2010 under the Commonwealth Government Quality Improvement and Accreditation System. The centre works under The National Quality Standards for Early Childhood Education and Care Services with the centre attaining an overall rating of Exceeding National Quality Standards in December 2013.

## HISTORY

Glendale Early Education Centre Inc. is a non for profit community based service, which was opened in October 2001. The building plans and construction were supervised and funded by Lake Macquarie City Council and funded by the Department of Health and Family Services. The responsibility of management is placed upon Glendale Early Education Centre Incorporated Parent Management Committee. The Centre operates under the Education and Care Services National Regulations, Children (Education and Care Services National Law Application) Act 2010 and the Child Protection (Working with children) Act 2012 and is regulated by the Department of Education and Communities.

Throughout the service operation, the centre will provide high quality education and care focusing on child development. The service places an emphasis on providing a holistic program that embraces and reflects the Early Years Learning Framework aiming to enhance the sense of being, belonging and becoming of all children. The interest based program also enables children with additional needs to be integrated into a high quality program.

The Centre has been designed with 3 individual playrooms and 2 separate playgrounds, and can cater for the changing community needs in relation to child development. This allows the Centre to cater for Early Learners (Caterpillar room - 6 weeks - 2 years), Transitional Learners (Grasshopper room - 2 - 3  $\frac{1}{2}$  years) and Pre School (Busy Bee room - 3 - 6 years) children in more age appropriate environments. This has enabled the Centre to provide up to 46 licensed positions. We provide a home like environment to our families, whilst best meeting the educational needs and care needs of all children



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## INTRODUCTION

Glendale Early Education Centre provides education and care for a maximum of 46 children per day aged 6 weeks to school age, between the hours of 7.30 a.m. and 6.00 p.m. The centre will offer 10-12 positions in our Caterpillar room, 14-15 positions in our Grasshopper room, and 17-20 in our Busy Bee preschool room. This may change due to demands of the community.

The Centre aims to provide fun, friendship and education in a loving environment. Interest based developmentally appropriate educational programs, which specifically meet the individual needs of all children, are provided on a daily basis.

## OUR GOALS AND AIMS

### ***Physical***

To provide a welcoming, homelike environment where all children, Educators and families feel a genuine sense of belonging to our centre community.

### ***Learning Environment***

To provide a high quality educational program based on each child's individual needs, to stimulate the development of each child to their full potential.

### ***Children***

To build and foster each child's self-esteem by developing strong feelings of self-worth. To develop strong relationships and close bonds between children and Educators and within the peer groups and to ensure that each child feels valued, nurtured and respected.

### ***Families***

To encourage families to work in collaboration with centre staff in developing and reviewing the centres policies, educational philosophy and program expectations. To work in partnership with all families in the best interests of the children in the centre through open, honest, respectful communication and family participation in centre programs and activities wherever possible.

### ***Health and Nutrition***

To provide a hygienic environment through creating, reviewing and implementing health policies in consultation with Educators, families and other Health Professionals. The Centre will also provide children with a nutritionally balanced and culturally diverse diet.

### ***Staffing***

To provide Educators who are committed to Early Childhood, and to ensure that these Educators maintain professional currency in relation to best practice through attending industry specific professional development and providing access to current research and literature. To embrace a culture of best practice through retaining staff and employing people with qualifications and experience conducive to high quality practice.

### ***Management***

To recruit a Parent Management Committee composed of likeminded individuals who share the vision and philosophy of the service and will support staff and the management team in achieving best practice.

### ***Communication***

To establish and maintain open lines of communication with parents/caregivers, Educators, management Committee and professional colleagues.

# Philosophy



## Preamble

At Glendale Early Education Centre, we believe that every child has the right to enjoy a childhood that values play and nature as key factors in successful learning. We have a powerful image of the child and see them as rich in potential, creative, competent and complex with the ability to build their own theories. We commit to high expectations for every child and celebrate the uniqueness and diversity of all families. We aim to support all children to become active, involved members of our community with the skills and learning dispositions to be successful in their relationships with others.

**Elements of our philosophy and everyday practice that influence our approach to providing high quality education and care include:**

### Acceptance:

- ☞ We value families in all forms
- ☞ We value individuality
- ☞ We provide a warm, welcoming and nurturing environment for all who enter our centre

### Fostering positive relationships:

- ☞ Our team works in partnership with families to meet individual needs
- ☞ We are inclusive of the beliefs and practices of all families within our centre
- ☞ We value families as children's first teachers
- ☞ We recognise the importance of communication and information sharing in our daily practices in relation to children, families, our team and other agencies
- ☞ We strive to build and maintain relationships with and between families within our centre
- ☞ We strive to promote community connections
- ☞ We value connections, support and encouragement for staff and teams within our centre

- ☞ We value and promote connections with external agencies and other Early Childhood professionals

### **Nature pedagogy:**

- ☞ We embed aspects of nature play in all parts of our daily programs and practice through bush kindy, thoughtful provisioning, the use of natural resources, puddle and mud play and the use of the outdoor sustainable learning area.
- ☞ We promote sustainability, environmentally friendly practices, environmental stewardship, a love of nature and a respect for our surrounding environment
- ☞ We value play and exploration in nature, risky, challenging and adventurous play, discovery and wonder
- ☞ We provide a program which is inspired and driven by children

### **Kidsmatter:**

- ☞ We undertake programs and practices which promote the Kidsmatter mental health and wellbeing initiative.
- ☞ We support the mental health and wellbeing of young children, their families and early childhood Educators using a promotion, prevention and intervention framework
- ☞ We implement programs and practices which support children's social and emotional wellbeing, life skills, self regulation, self esteem and resilience
- ☞ We support families and children to access early intervention services specific to individual needs
- ☞ We promote community connections which strengthen relationships and create a sense of belonging for children and families
- ☞ We respect and support colleagues and team members in order to maintain mental wellbeing for themselves and each other

### **The magic of childhood:**

We value, promote and protect the following important aspects of children's being-

- ☞ curiosity
- ☞ a sense of wonder
- ☞ the freedom to be free-spirited
- ☞ a sense of kindness and compassion
- ☞ development of imagination
- ☞ a fascination with the world around us
- ☞ a sense of discovery
- ☞ freedom to be me
- ☞ exploration and investigation





## OUR EDUCATORS

Glendale Early Education Centre is staffed by an amazing team of well qualified and experienced Educators, many of whom have worked at the centre since its opening. We pride ourselves on our high levels of experience and qualifications and believe that these components of Early Education and Care are part of the reason that we can continue to provide high quality services for our families. Every Educator on our team has current First Aid, asthma and anaphylaxis training, child protection training and a wealth of knowledge and expertise in all areas of the education and care field. The centre boasts the fortune to employ 4 Early Childhood trained teachers who also have training and experience in primary education.

As part of employment and attendance at Glendale Early Education Centre, and in accordance with the Ombudsman Act, the Children (Care and Protection) Act 2010 and Department of Education and Communities guidelines, all permanent and relief Educators, volunteers and students are required to undergo a Working With Children Check, to ensure the safety of children enrolled with the suitability of the adults that they have contact with.

## NOMINATED SUPERVISOR

### ***Vicki***

The Nominated Supervisor oversees all areas of the Centre operations to meet licensing requirements and regulations. She is responsible for the day-to-day management, administration and operation of the Centre; meeting the needs of families and Educators; whilst also ensuring the Centre provides individually based programs in accordance with the Early Years Learning Framework. The Nominated Supervisor is also responsible for maintaining professional standards. The Nominated Supervisor will work in conjunction with the Glendale Early Education Centre Inc. Parent Management Committee. All Educators are responsible to the Management Committee. Vicki's qualifications include a Graduate Diploma of Early Childhood, a Bachelor of Applied Science, a Diploma of Teaching and an Advanced Diploma of Community Sector Management.

## EARLY CHILDHOOD TEACHER

### ***Lee-Anne (Bachelor of Education Early Childhood, Educational Leader) full-time***

The Educational Leader, in collaboration with the Early Childhood Teachers will work with the Nominated Supervisor to ensure the programs for children embrace the Early Years Learning Framework and reflect the National Quality Standards.

### ***Karen (Bachelor of Education Early Childhood) part-time***

### ***Alicia (Bachelor of Education Early Childhood) part-time***

## DIPLOMA QUALIFIED EDUCATORS

Educators who hold a Diploma in Children's Services, and are specially trained in the needs of children 0 - 6 years of age. Each member is responsible for assisting in providing an Early Years Learning Framework program.

### ***Renae - Diploma in Children's Services - full-time***

### ***Michelle - Associate Diploma in Social Services (Child Studies) - part-time.***

*Leanne - Diploma in Children's Services - part-time.*

*Sarah - Diploma in Children's Services - part-time.*

*Kaylee - Diploma in Children's Services - part-time.*

*Kathryn - Diploma in Children's Services - part-time*

### **CERTIFICATE III EDUCATORS**

Educators are responsible for programming in accordance with the Early Years Learning Framework and National Quality Standards.

*Natasha - Certificate III in Children's Services - part-time*

*Jordan - Certificate III in Children's Services - part-time*

*Lorrayne - Certificate III in Children's Services - part-time.*

*Jessica - Certificate III in Children's Services - part-time.*

*Gemma - working towards Diploma in Children's Services - part-time*

*Sally Moss - Certificate III in Children's Services Trainee - full-time*

### **OFFICE MANAGER**

*Linda*

Handles all enquiries, assists the Nominated Supervisor with child placements, enrolment requirements, Child Care Benefit reporting and parent fees. Prepares financial reports for the Management Committee. Linda holds a Diploma in Children's Services and can regularly be found in rooms supporting Educators and children.

### **CATERING OFFICER**

*Kellie*

Certificate in Commercial Cookery. Plans and provides a nutritionally based menu which is reflective of our Cultural diversity, whilst also considering allergies of individual children and cultural beliefs.

### **RELIEF STAFF**

Educators may take leave throughout the year, as they are entitled to annual leave, roster days off, and time in lieu. The centre endeavours to provide consistency of care by employing regular casual Educators.

### **STUDENT INVOLVEMENT**

Student participation within our educational program proves beneficial to the Educators, parents and children, as well as aid in the professional development of people who may be interested in Early Childhood as a future career. Students and volunteers are unable to pick up any baby, toddler or pre-school child, due to Centre policy.



## MANAGEMENT OF THE CENTRE

Glendale Early Education Centre Inc. is a community based service, which is managed through a partnership approach between elected representatives of the parents who use the service and the Nominated Supervisor.

### MANAGEMENT

Management is the shared responsibility of the paid and unpaid managers. The unpaid managers are the members of the management committee, who have final accountability for the way the organisation is run. This includes legal accountability for financial and industrial aspects, as well as the ultimate responsibility for the quality of the service delivery and all organisational policies.

The paid manager is the Nominated Supervisor, who is delegated by the Management Committee, the responsibility for the day to day and ongoing running of the organisation.

Management Committee Meetings are held on the third Tuesday of each month at Glendale Early Education Centre from 7.30 p.m. All parents are invited to attend these meetings and add to our agenda items. For more detailed information on the Management Committee and its structure and function, meeting dates and venues, please read our Management Committee notice board located in the foyer.

### ASSOCIATION MEMBERSHIP

Parent Association Membership is compulsory to all families due to the structure put in place by Lake Macquarie City Council. Parents will be given a nomination form with their enrolment papers.

Membership fees will be added to parent accounts at the beginning of February each year. First year membership is \$3.00 is included in our enrolment fee with subsequent year's renewal of \$2.00. Membership of the association allows each family to vote at the Annual General Meeting held in late March and any special resolution meetings held.



**THE CENTRE****HOURS OF OPERATION**

The Centre is open for 49 weeks of the year, closing 2-3 weeks over the Christmas period and all Public Holidays. The Centre is open from 7.30 a.m. until 6.00 p.m. 5 days per week, Monday to Friday.

**Due to our licensing regulations, we are unable to open the doors to parents and children prior to 7.30 a.m. regardless of the circumstances.**

A late fee is charged to families who arrive after 6.00 p.m., based on each Educator's award overtime rate. After receiving 3 (three) late fees charges, your child's position will be reviewed.

If your working hours necessitate that your child must be at the Centre until late, we ask that you arrive no later than 5.55 p.m. in order to give you enough time to collect your child's belongings and talk to Educators regarding your child's day.

Please enrol your child for the period that covers your working or studying hours plus reasonable travelling time only.

**Please telephone the Centre if for any reason you are running late - This is very important.**



## ATTENDANCE

When a child is enrolled, parents accept certain days and nominate hours for care each day. Your child is expected to attend on those days and for a maximum of nominated times each week. If there are absences, fees are still due and payable. These times should be adhered to as closely as possible. Educator resources are limited and therefore children should not be brought early or left late if a parent is not working at these times. There are insufficient funds to employ extra Educators "in case" children stay late. It is very important to remember that when one or both parents are on leave, the family may be asked to reduce hours of attendance to assist staffing ratios. If there is any difficulty in this, please discuss the situation with the Nominated Supervisor. As Educators are employed on eight hour shifts, it is essential that your child be picked up by your booked hours.

On arrival and departure, parents/caregivers must sign their children in and out of the digital Daily Attendance Register located in the foyer. They are a necessary form of communication between families and Educators, and are also required for the calculation of fees and Child Care Benefit/Child Care Rebate as well as for the recording of absences under the Department of Education and Training. The digital Daily Attendance Register is used as the attendance roll in an emergency evacuation such as a fire.

Educators must be greeted upon drop off and collection to ensure that your child has arrived or is departing safely. This time also allows you or Educators the opportunity to impart important information about your child. Please let an Educator know if your child is unwell, or if another person will be picking up your child in the afternoon.

Please take the time to read notices located in your child's room, the foyer and hall way. These areas are used as a resource to convey important information, which may affect you, your family or your child. Other centre information and events will be posted on the Glendale Early Education Centre Facebook page and shared via email.

Upon departure, families are responsible for the collection of their child's belongings. Please remember that Educators should be greeted in the afternoon, as they may have important information to share with you about your child's day.

Please ensure the Nominated Supervisor or Office Manager is notified if your child is to be absent or arriving late to the Centre to determine staff ratios and numbers for catering the daily meals.

Parents must notify the Centre in writing if they wish any person other than those on the enrolment form to collect their child. Identification will be required, so please advise the person who will be picking up your child that Educators will need to sight this before allowing your child to leave the premises.

## ADDITIONAL CARE DAYS

Emergency care is available to families in exceptional circumstances who may be in urgent need of an additional day of care for their child. Care and education is our main priority. We endeavour to develop a Centre where children feel secure, comfortable and happy as well as being a support and guide to families if and when they require it. This emergency care is available to existing families only, and will be dependent upon a vacancy on the day requested. This is in addition to your booked days, so payment will be required. Child Care Benefit/Child Care Rebate will still apply for these days. The Centre does not offer swapped days or a replacement day for any absence.

If a family within our normal permanent bookings has notified the Centre of a child's pending absence, an existing family is able to utilise this vacancy under emergency care arrangements. The family who required emergency care will be charged an additional day's fee; the family whose child is absent will be

required to pay a holding fee (dependent on the centre's total daily enrolments). The family will be advised via their family receipt if the day was filled by another family, after the day has been used.

## INTERVIEWS

If at any time you have a concern or a problem, time can be arranged with the Nominated Supervisor for discussion. Any information is treated in confidence.

## ENROLMENT

Parents are required to complete an enrolment form on commencement and an enrolment update form for each child at the beginning of each year. Your enrolment details must be accurate and kept up to date should any changes arise. Details are processed into our computer system and are treated confidentially, however, it is important to advise the centre of any change in address, telephone number, place of employment details and emergency contacts. This information is used by Educators if your child is ill or has an accident.

Fees associated with enrolment:

Initial enrolment fee: \$50 per child

Materials Levy fee: \$50 per child, \$100 per family (paid annually in January)

## PRIORITY OF ACCESS GUIDELINE'S

Due to the high demand for childcare, the Department of Education and Training Priority of Access Guideline's will be adhered to when offering a placement.

**First Priority:** a child at risk of serious abuse or neglect

**Second Priority:** a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'

**Third Priority:** any other child.

Where a parent ceases employment, or is on maternity/paternity leave, their child's placement will be reclassified to Third Priority. Third Priority enrolments are reminded that they may be required to reduce their days or swap days, in favour of those who qualify under first or second priority. This will be reviewed as the need arises.

Where a child requires further days of care, that child will be given preference for vacancies as they occur, provided no-one of a higher priority category is awaiting a position, and fees are up to date.

Siblings of enrolled children are also given preference so that families may have all their child care needs met by the one provider, where possible.



## FEES

### **CHILD CARE BENEFIT / CHILD CARE REBATE (PLEASE NOTE: NEW SYSTEM CHILD CARE SUBSIDY COMES INTO OPERATION FROM 2 JULY 2018)**

Child Care Benefit is calculated on families combined GROSS income and available through application to the Family Assistance Office. It is parents' responsibility to advise the FAO of their child attending child care. A copy of the letter received must be provided to the centre to obtain Child Care Benefit/Child Care Rebate off your fees. The centre operates under the Child Care Management System with Child Care Benefit/Child Care Rebate subsidies advised online. Parents will be required to pay the fees as advised to the centre.

Families that satisfy the FAO work, training and study guidelines will be entitled up to a 50% Child Care Rebate of their out of pocket expenses. Please contact the Family Assistance Office or the centre for further details.

**Your local Office is contactable on 136 150**

### **PAYMENT OF FEES**

The fee you pay is dependent upon the amount of Child Care Benefit and Child Care Rebate you may be entitled to based on your families' combined income. Upon enrolment, families will be required to pay a security deposit equivalent to two weeks full fee which remains as a bond until notice of withdrawal is given. You are required to give four weeks' notice of withdrawal and this security deposit will be refunded to your family account to reduce amounts payable at the end of an enrolment. The security deposit is forfeited if relevant notice is not given in writing.

No position will be held without payment of security bond and regular payment of fees. If the position cannot be accepted when offered and the placement is still required, payment of fees applies from the date the position is offered. Because Glendale Early Education Centre Inc. is a not-for-profit organisation, which relies on fees to cover the everyday running costs of the Centre, we need to have strict fee paying guidelines.

Please refer to the Fees Policy available in the Centre Policy Booklet in the foyer for more detailed information

The Centre advises estimated fees in advance monthly with payment due dates. Payments may be made by direct credit to the Centre's bank account, Cheque or Cash. For cash or cheque payments, please use the plastic envelope located in your parent pocket filling in the date of payment, and the amount of money enclosed, and place the envelope into the locked fees box located at the front of the reception counter.

A receipt will be issued for each payment made and either placed in your family pocket located in the foyer area or emailed to your nominated email. Monthly statements will be provided to families under Child Care Management System showing Child Care Benefit and Child Care Rebate subsidies and weeks of care covered by payments. When paying by cash the full amount enclosed will be credited to your fees as the Centre does not provide change. Cheques are to be payable to Glendale Early Education Centre Inc. If any cheques presented to the bank are dishonoured, the drawer of the cheque will be liable for any bank charges incurred.

As the Centre is a not-for-profit community organisation, fees are budgeted on the break-even running costs for 49 weeks of the year. To maintain your child's placement at the Centre, it is necessary to charge normal fees for holidays, sick days or any other absence that your child may take during the year, unless we are able to fill your vacancy with an existing family. Please ensure the Centre is notified promptly if your child may be away for any reason. This will assist in the possibility that the vacancy can be filled.



## FEE PAYING DIFFICULTIES

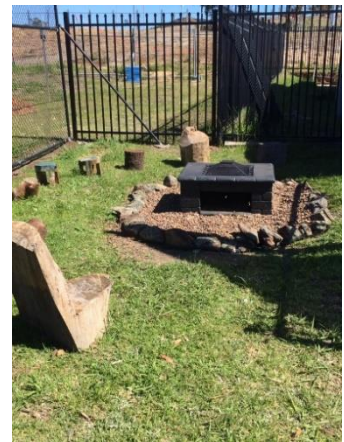
If a family is experiencing difficulties in paying fees, they should contact the Nominated Supervisor immediately. Please do not wait until you are in debt before discussing your situation. The Centre relies on fees to meet our costs. We cannot afford to lose fees, so it is necessary to make immediate arrangements if you fall behind in payments. **Families who do not maintain up to date accounts may have their enrolment discontinued should fees be more than two weeks in arrears each month (see Discontinuation of Enrolment Policy)**

## LATE FEE POLICY

A charge will be made for late collection of a child. Late collection distresses the child and is inconvenient to Educators, who are required to remain on the premises, additionally, operation of the centre beyond our licensed hours is in breach of our licensing agreement. If parents are late, they will be charged at overtime rates, for each Educator who has been required to remain on the premises. Overtime rates are calculated in 15 minute blocks of time. If this occurs three times your position will be reviewed.

## FUNDRAISING

The Centre recognises that families have many commitments with their other children, such as sport and school activities. We have endeavoured to consider this when organising fundraising events for our service. Fundraising assists the Centre in providing your children with additional equipment and resources.



## THE CHILDREN

### SETTLING NEW CHILDREN

Starting at the Centre is a learning time. It's the time a child learns to leave the family - develop a sense of trust in others outside the home. If it's a happy experience the child will feel he/she can trust people. Separation from your child when they commence is often difficult for both you and your child. To assist in making this easier, we ask you to establish a routine and try to follow this through e.g. Signing attendance book, putting your child's sheet bag in the designated area and school bag in a locker, greeting Educators and then settling your child to play for a short time.

Tips for settling children:

- tell an Educator when you are leaving and say goodbye to your child giving them a reassuring hug and letting them know when you will be coming back.
- When leaving, it is best to say goodbye once and leave without hesitation.
- Your child will respond from the way you react and from your confidence in the Educators who are caring for your child.
- Feel free to ring the Centre at any time to find out how your child is going through the day, as we are more than happy to talk to you. The amount of time Educators can speak to you will depend on the fact that Educators are busy assisting the children with their meals, changing nappies, toileting the older children, taking a large group time, and later assisting all the children in having a nice quiet rest/sleep.

For parents/caregivers and Educators to help make the adjustment between home and the Centre easier, we request:-

- Bring your child to visit the Centre before he/she starts, let them see what it looks like. This will help the child to become familiar with his/her new surroundings. A parent/caregiver will be required to stay at the Centre during this time. The centre would appreciate families participating in at least three orientation visits to the Centre prior to commencing enrolment to ensure the smoothest possible transition for your child. Orientation visits should be booked in advance to ensure that both you and your child will be able to meet all your child's Educators, and participate within the Centre program.
- leave something for the child to mind if he/she is worried about your returning. Then he/she will understand that you will come back for it.
- always tell a member of staff when you are leaving so that they can be with your child when you leave.

At our Centre, we believe in making the transition from home to the Centre as supportive and caring as possible, whilst also allowing for family relationships to be fostered during different times of the day. The more we know about your child, the easier it will be to settle in and enjoy your time attending the Centre.



## DAILY REQUIREMENTS

Please ensure that you provide for each day that your child attends:-

- \* A school bag with their name clearly written on it
- \* A separate bag with sheets (cot sheets are recommended) with their name clearly written on it
- \* At least three (3) complete changes of clothes. Please make sure you consider the changes in weather that can occur in a normal day
- \* A beanie and jacket for the winter months
- \* Prepared formulas for babies should be provided by parents in **CLEARLY MARKED** bottles. Please provide a labelled bottle if your child uses full cream milk. (Remember that we care for more children with the same needs and requirements - ensure that all your child's possessions are clearly labelled at all times).
- \* Children in Nappies - Children are to be brought in a disposable nappy and families will need to provide an adequate number of disposable nappies for your child whilst in care. Numerous pairs of shoes and suitable other clothes are necessary if your child is not fully toilet trained.

Please ensure that all these items, including sheet bag and school bag are **CLEARLY LABELLED with your child's name**.

Glendale Early Education Centre Inc. supplies hats to all children enrolled to comply with our Sun Smart Policy. The hats remain at the centre for cleaning, maintenance and replacement. These hats remain the property of the Centre. The Centre requests that children have sun cream applied to all exposed areas every day of attendance regardless of weather. Sun cream is available at the centre but it is best applied 20 minutes prior to exposure to the sun. Please also ensure your children wear clothing with sleeves on a daily basis, especially in summer. The most suitable clothing is play clothes, as we enjoy a variety of messy and active play experiences which challenge the children.

THONGS AND REEF SHOES are not an acceptable form of foot wear at this Centre, as they can be dangerous when climbing, walking, running, etc. All clothing items including socks, shoes and underpants, **MUST BE CLEARLY LABELLED**.

**DO NOT BRING ANY TOYS OR SPECIAL ITEMS FROM HOME.** We are an educational service, and do not require any additional toys from home, as these often cause conflict, and distress when they are broken or lost. The Centre does not take any responsibility for children's toys from home. Please save yourself any embarrassment which may be caused when Educators request for you to take toys home.

Children may bring a comforter for rest or if upset e.g. soft (noiseless) toy or blanket and keep it with them. Please appreciate that Educators are responsible for all the children in care and may not be able to leave the group to search for misplaced belongings of your child.

Needs for babies/children not toilet trained:-

- Toilet training - Overalls, tight and zippered pants are inappropriate for children to undo and get down on their own. Please ensure your child is dressed in clothes that are easy for them to manipulate themselves, as part of toilet training is the ability to develop independence.
- All children - Remember your child's comfort when dressing for the day. Make sure that clothes are appropriate for play and "messy" activities. We encourage children to try and dress themselves and this is much easier with pull on clothes. Overalls and jumpsuits, and tight/grown out of clothing are not suitable for your child's independence i.e. taking themselves to the toilet.

Please do not send children in special clothes. They can be lost or damaged by paint. Your child's day with us is an enjoyable day, where they are encouraged to experience different activities, through which they learn. Painting and dirt exploration are activities which are made available on a daily basis. Although the Centre does use paint aprons, it is difficult to prevent a child from wiping their hands on their clothing or bumping into another child.

## **REST TIME**

"Sleep and/or rest is a major requirement for good health, and for young children to get enough of it, some daytime sleep is usually needed. Crucial physical and mental development occurs in early childhood, and day sleeps/rest periods provide much-needed downtime for growth and rejuvenation.

Day sleeps/rest periods also help keep children from becoming overtired, which not only takes a toll on their moods but may also make it harder for them to fall asleep at night." (Kids Health.org)

In accordance with Regulation 81 of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011, Glendale Early Education Centre ensures that rest time is a regular part of the daily routine, with appropriate regard to the ages, development stages and individual needs of the children. The Centre's programming and staff rosters are developed around this. With respect to safe sleeping, GEEC follows and implements the guidelines of 'SIDS and Kids Safe Sleeping'. **BEHAVIOUR GUIDANCE**

Educators at this Centre follow strict guidelines according to Centre policy and Education and Care Services National Regulations. We endeavour to encourage positive behaviour and to be appropriate role models for your children to assist in developing their self-worth, self-esteem and social interactions. A copy of our Centre's Relationships with Children policy is available within our policy folders located in the foyer.

## **THE PROGRAM**

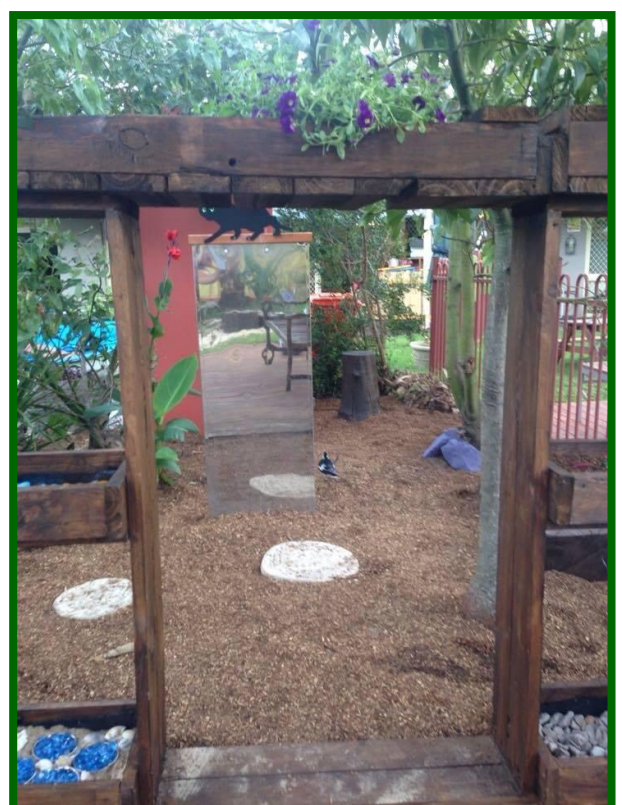
Our daily routine involves mixing and separating children of all ages from birth through to 6 years of age. We offer educational programs within our Caterpillar, Grasshopper and Busy Bees rooms, while providing children with the opportunity to socialise with all children during some part of the day.

The Educators at Glendale Early Education Centre aim to provide high quality care and education within a stimulating and supportive environment. During the day developmentally appropriate educational and interest based activities are provided for all children. The children are free to choose areas of interest in which they will participate, and who they will play with. Educators act as role models and guides to learning throughout the day, actively involving themselves in all areas of the educational program.

The Early Years Learning Framework guides and informs Educator practices and focus within the daily program. Many areas including music and movement, language, dramatic play, science, construction, puzzles, art and creativity, as well as outdoor areas, such as wood working, climbing, obstacle course, sand pit to name a few are explored. Our daily program is designed to maximise your child's experiences in early childhood while supporting development and learning. Most concepts are taught through play, exposing children to opportunities to investigate, hypothesise and explore many kinds of concepts and ways of thinking. The value of early literacy and numeracy is supported through play-based program and individuals have the chance to participate as appropriate for them. In accordance with the Early Years Learning Framework, communication and children's social contexts are highly regarded in our programs.

Programs which provide holistic opportunities and equipment for balanced development in all aspects of growth are necessary for young children. Children learn naturally through experience, experimentation, opportunity to practice and through observing appropriate role models.

At Glendale Early Education Centre Inc. we program through "play", that is, we provide materials and experiences that are open and designed to cater for and extend all kinds of development and learning. The child can be the explorer, discoverer, problem solver, Educator, inventor... Activities are based on in- depth educational knowledge, professional experience, and on the developmental needs of the children.





## BUSH KINDY

Children at Glendale Early Education Centre are offered opportunities to explore and learn in natural environments through our bush kindy program. This program takes groups of children of all ages out into the bushland adjacent to the service for extended periods of time to explore, learn and develop in a natural setting. This may include climbing trees, collecting "bush treasure", caring for our environment by picking up rubbish, literacy and numeracy activities, science and investigation and simply being "one" with nature. The bush kindy program is a highly valued and embedded part of our centres philosophy and is strongly supported by research as providing great benefit to young children, particularly in the areas of emotional wellbeing and risk management. The centre has an Adventurous, challenging and risky play Policy to support our bush kindy program and there is no provision for families to elect for their child to not attend bush kindy. This means that families, who are unable to embrace this program for any reason, may need to consider if Glendale Early Education Service suits the needs of their child.



### *Glendale Early Education Dedicated Moments*

- *7.30 Welcome- Family grouping (Caterpillar Room/playground)*
- *Between 8 and 8.30am (dependent on staff and children), transition Grasshoppers and Busy Bees to Grasshoppers Room*
- *9.00am Busy Bees transition to Busy Bees Room/playground*
- *9.30am morning tea- a social time- refueling our bodies*
- *9.30-11.00am - Free choice play and exploration- Indoor/Outdoor (weather permitting)*
- *11.00am- gathering together- Intentional teaching*
- *11.30am lunch- a social time- refueling our bodies*
- *12.00 noon to 2.30 Rest time- time for our bodies to recharge*
- *2.00pm progressive afternoon tea*
- *2.30-4.00pm -free choice play and exploration indoor/outdoor (weather permitting)*
- *4.15-4.30pm Busy Bees transition to Grasshopper Room/playground*
- *4.30pm transition to family grouping*
- *6.00pm Centre close- we look forward to seeing you next time*

The Educators at Glendale Early Education Centre like to offer children different experiences on a daily basis, and on occasions, water play activities will be provided within the rooms or playgrounds. These activities are under direct adult supervision and would include sprinklers, water trough, watering gardens etc. Please make sure you supply a change of clothes so that Educators may dress your child in dry clothes in case they become wet.

## DEVELOPMENTAL RECORDS

Upon enrolment, each child is overviewed by the room Educators with a specific member of staff being responsible for your child's sense of being, belonging and becoming during their stay at Glendale Early Education Centre. During your child's first 6 weeks, Educators will make observations of your child, recording the skills and stages of development that your child has achieved. Educators will record interests and observations to ensure that the whole child develops to their full individual potential, which will assist them in their early school years.

Families are encouraged to ask questions, and to read our daily slideshows. At the end of each 6 months, you will receive a developmental summary relative to the Early Years Learning Framework and National Quality Standards. We encourage feedback and participation in program design and implementation, as you are your child's first Educator. Records of observations taken throughout the year are available for you to view and discuss. If you are concerned or just want to see how your child is going, please fill out a request to meet with room Educators or the Nominated Supervisor.

Please note: Children's developmental records are confidential and will not be discussed with anyone other than a parent or guardian, unless there is written permission to do so.

## EXCURSIONS

Various experiences will be organised throughout the year from visits to community services, bush kindy, Hunter Sports Centre and the local shops. At the beginning of each year, parents are required to complete a routine excursion form which covers excursions in the local area such as bush kindy and adjacent oval, non-routine excursion will require individual permission forms to be completed. To ensure children's safety and the best possible supervision during excursions, we sometimes ask families to volunteer some of their time to assist on these days. Excursions involving transport will be by buses, which have always have seatbelts and wherever possible child restraints.

We also have visiting performers and educational presentations e.g. Surf lifesavers, SES and Bob Turner's reptile show who come into the Centre. We aim to do these things on different days so that no child misses out on any of the activities. These incursions do have additional costs incurred, however, as part of our commitment to high quality education and care, as well as developing a strong sense of community; we feel that the value they provide is immense. Costs to families are always kept to a minimum and will be added to monthly fee statements if your child attends on the day of an incursion.





## THE FAMILY

### ROLE OF FAMILIES

It is important for parents/caregivers to communicate with Educators to let them know any important information about your child. Also to discuss any medication needs.

Parent involvement plays a major role within our service and may involve attending the Centre on any free day to assist in the settling process of your child into the daily routine and new environment; to participate within our educational program; to observe our daily routine and make any suggestions.

The Educators of Glendale Early Education Centre have expertise in child development and special needs programs and we are committed to the care and education of your child. Parents/caregivers and other family members are encouraged to become involved in the program in various ways and are invited to contribute their knowledge and skills. Some families may wish to participate by sharing a cultural activity or a skill, such as playing a musical instrument or reading a story in their home language. Special activities are arranged from time to time to allow all family members and other members of the community to participate in the Centre's activities.

Being a not-for-profit organisation, the Centre plans fundraising ventures to raise money for much needed equipment and maintenance. If your work or home commitments allow for any involvement in our fundraising events and Fun Days, your time would be greatly appreciated.

Both parents/caregivers and Educators work collaboratively in a partnership approach to assist in the development and implementation of our service and its Educational Curriculum. Parent involvement and participation also may include representation on any of our Parent Committees.

Parent involvement also includes reading all newsletters and foyer displays, assisting on excursions, attending parent evenings, committee meetings or offering ideas for activities you would like to see the Educators implement into your child's program.





## COMMUNICATION

The Centre and Centre Educators endeavour to maintain open lines of communication to all of our families. Various information evenings will be presented throughout the year with guest speakers, programming consultations, social nights or fund raising.

Each Educator aims to establish a warm relationship with you and your child, so please feel free to approach them with any concerns, suggestions or questions.

Educators are happy to answer your questions in detail but cannot be absent from the children unless prior arrangements are made, so please make an appointment for longer discussions. Please talk to the Nominated Supervisor if you are experiencing any difficulties or problems.

PowerPoint slideshows of interests and activities children have participated in are available each afternoon. Parents/caregivers are encouraged to take the time to have a look. This may allow you to stimulate a discussion at home about your child's day. Educators will endeavour to write general comments about special achievements within the group on the white boards, when time allows.

The weekly MENU is displayed on the Notice board in the foyer and within each room.

Newsletters are published covering different events which have been or are coming, a report from each room, information from the kitchen, health issues to keep families informed on current health topics that affect families and much more. Other communication to families will be achieved through posters, informal chats or notices. Parent/caregiver surveys will also be conducted throughout the year to encourage your input into our Centre, programs, policies and routine to name a few.

### CONCERNS

It is important for any family member who has a concern about their child or about unusual events, which may be observed at the centre, seek out an Educator to discuss this concern. We will endeavour to assist you in any way possible, providing you with the appropriate support and guidance. The Educators abide by our Confidentiality Policy and therefore, information about other families is strictly confidential, and discussed on a need to know basis.

If you have anything you would like to discuss with the Management Committee, Educators will be happy to assist you in this endeavour. Should your concerns be of a more pressing nature, you may speak with:-

Department of Education and Communities  
P O Box 585  
Charlestown 2290  
Telephone (02) 4985 1500  
Facsimile (02) 4988 1599

Department of Education and Communities  
Telephone 1800 619 113  
email: [cslicensing@community.nsw.gov.au](mailto:cslicensing@community.nsw.gov.au)



## HEALTH AND SAFETY

### IMMUNISATION

The NSW Parliament has passed a Bill to amend the Public Health Act to strengthen vaccination enrolment requirements in child care (also known as early childhood education and care). **From 1 January 2018:**

- children who are unvaccinated due to their parent's conscientious objection will no longer be able to be enrolled in child care
- it will be an offence (with a penalty of 50 penalty units) for a principal to fail to comply with the child care vaccination enrolment requirements
- it will be an offence (with a penalty of 50 penalty units) for a person to forge or falsify a vaccination certificate.

Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule will still be able to be enrolled upon presentation of the appropriate form signed by a medical practitioner.

The new requirements do not change other existing provisions. A register of the age appropriate vaccination documentation still needs to be maintained for each child (a register template is available at [Strengthening vaccination requirements for child care](#)) and in the event of specified vaccine preventable disease outbreak in a child care centre the public health officer can exclude children who are not vaccinated for that disease to protect them from infection and prevent them from passing diseases to others.

Overseas immunisation records must **not** be accepted by child care centres. The overseas immunisation records need to be assessed by an Australian immunisation provider who will transfer the information to the Australian Immunisation Register (AIR). Parents can then request an AIR Immunisation History Statement

### NUTRITION

All meals are provided and planned for by the Catering Officer in consultation with the Educators and Nominated Supervisor, taking into account feedback from families. The menu, which includes morning and afternoon tea, as well as lunch, which consists of a two course meal, is placed on the noticeboard. All meals are prepared on the day using fresh ingredients and minimal sugar and salt. Our meals cater for the 5 food groups as well as special dietary needs and cultural requirements.

The children are not forced to eat their meal; rather they are encouraged to taste all foods. Educators and children sit at the tables together promoting a pleasant social atmosphere and role modelling.

Parents must notify the Centre of any specific instructions in reference to their child's diets i.e. allergies, intolerances. Whilst the Centre will attempt to cater for all dietary needs, it may be necessary, in certain cases for parents to provide for their child's special needs. Dietary needs forms will need to be completed. PLEASE NOTE: The centre has adopted a nut-free and egg-free philosophy due to SEVERE ALLERGIES of children attending.

Drinks are provided by the Centre at all times, this includes milk and water. Water is available to all children throughout the day.

### CELEBRATIONS/BIRTHDAYS

If you would like to bring a birthday cake to share with your child's friends, you are welcome. A simple plain cake listing ingredients used is sufficient. PLEASE DO NOT BRING SWEETS, LOLLIES OR TOYS.

## SAFETY AND EMERGENCY PROCEDURES

- Ensure that your family has ambulance cover, in the case of an emergency, the Centre will contact 000.
- Gates and latches must be kept shut at all times.
- Parents, Educators, Visitors - the Centre is a SMOKE FREE ZONE, no smoking on the premises please.
- Because of the number of young babies and children attending the Centre, the following are NOT to be brought and/or left in reach of children.

ROPES	BALLOONS	JARS	PLASTIC BAGS
LOLLIES	MONEY	GLASS	CHEWING GUM

Donations of plastic bags are always useful; however, please give these directly to an Educator.

Educators check the grounds and equipment daily to ensure no broken equipment is made available to the children. All children will be supervised by Educators, and are encouraged to remain with the group i.e. outside during outdoor activity time, inside during indoor activity time, to ensure all children are supervised throughout the day.

Educators support children to make safe and considerate choices during the daily program and specifically programmed activities, i.e.

- \* Quiet voices inside
- \* Walking feed indoors or on concrete or paved areas
- \* Using gentle hands
- \* Using nice words

The Educators appreciate your help in re-enforcing Centre rules, from the moment you enter the premises. Children are to talk quietly and walk inside the rooms. They are encouraged to run on the grassed play areas, and walk on concrete/pavers. Please ensure your older child respects the same guidelines whilst on our premises. Children learn from all role models, other children, families and Educators.

Educators will organise visits from local Police, Ambulance, and Firemen to the centre to explain to the children and interested parents/caregivers about

Stranger Danger  
Fire Safety  
Road and Bike Safety  
Importance of 000 Emergency Number

Educators will follow up by familiarising children with their full and correct address.

Smoke detectors and fire extinguishers are installed and are checked regularly.

## MEDICATIONS

If your child is on MEDICATION, a medication authorisation form must be completed and given to an Educator before the medication can be administered. All medications must be handed to an Educator - not left in your child's bag. Prescribed medications ONLY will be administered if your child's name is on the bottle. If your child is prescribed Antibiotics, the centre requires the child to stay at home for a period of 24 hours following the administration of the first dose. This is to ensure the child does not have a reaction to the medication and to allow the medication to take effect. This also allows the child to rest, as childcare is not the environment for sick children. If a child is sent home with a temperature, it is the Centre's Policy to exclude the child for a period of 24 hours to ensure that they are well upon their return to care.

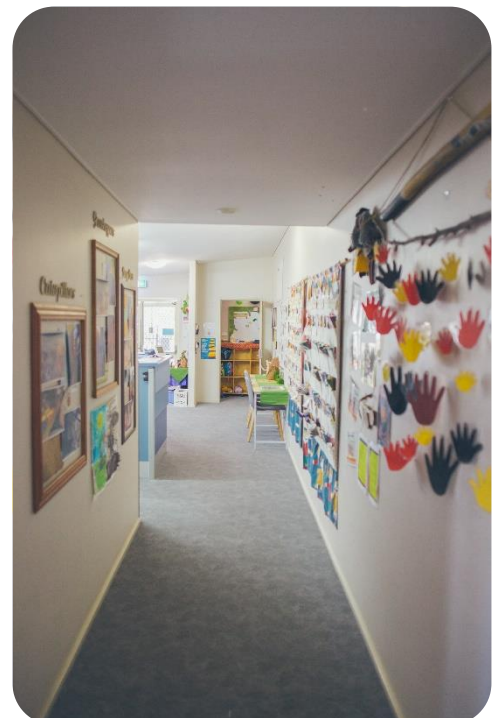
## INJURIES

In the event of a serious injury to a child, the Nominated Supervisor shall attempt to contact the child's parent/caregiver and/or contacts. If unable to do so, the Nominated Supervisor will seek any medical treatment they consider necessary, which may include immediate contact of emergency services i.e. ambulance.

A record of all child injuries/accidents will be maintained at the Centre. Parents/caregivers, on collection of the child, are required to sign the accident/injury record. This will remain on the premises as Centre records. In the case of major accidents, a more detailed report will be completed, and a copy made available for families. Parents are required to sign the original report, and in the case of the need for visiting a doctor or the hospital, a Doctor's signature.

## EMERGENCY EVACUATION

There is an emergency evacuation plan displayed in the foyer of the Centre and each playroom, showing your main exit areas. In the event of a fire, earthquake or other natural disaster, where the evacuation is essential, all children will be accompanied by Educators to the large playground, and then proceed through the playground gates to the oval outside the playground fence line. Evacuation drills are held routinely each month and they are evaluated to help Educators to decide if they were effective and where improvements can be made. These drills enable the children to become familiar with evacuation procedures, so in the event of a real situation, the children will be able to follow the procedure. In the event of an emergency, families will be notified as soon as humanly possible.



## EARLY CHILDHOOD EXCLUSIONS

As the Centre has no isolation area for sick children, the Centre retains the right to exclude a child or Educator regarded by the Nominated Supervisor (at the advice of the Health Department) as a health risk or obviously unwell. Health rules must be strictly adhered to protect your child, your family, other children and Educators attending the Centre.

It is essential that you have **ALTERNATIVE CARE ARRANGEMENTS** for your child should they become sick. Two different emergency contacts that are considered mature, responsible adults are required on the enrolment form and it is important that this contact is a person who is able to collect your child should the Nominated Supervisor or consider that the child needs to be excluded. It is essential that these contact persons be available during the times/days your child attends the Centre.

Such arrangements need to be made when enrolling your child, as Educators have neither the time nor the facilities to care for sick children. The main priority for the Centre is eliminating any danger to other children and their families. If your child becomes unwell and is required to go home - they must do so immediately. This is not a matter of negotiation.

Please notify the Centre immediately in the event that your child contracts any infectious disease or illness. We are here to not only protect your child from anything contagious, but also other children and unborn babies. Please consider the affect an illness may have on others.

**PLEASE NOTE:** A medical certificate of fitness is required for readmission to the Centre following any admission to hospital, regardless of reason for admittance.



**PLEASE READ THE FOLLOWING HEALTH EXCLUSIONS. YOU WILL BE EXPECTED TO ABIDE BY THESE.**

*THE CENTRE RESERVES THE RIGHT TO ASK PARENTS FOR A MEDICAL CERTIFICATE ON RE-ENTRY FOR ANY OF THESE ILLNESSES*

**Exclusion periods:**

Disease or condition	Exclusion of case	Exclusion of contacts
Campylobacter infection	Exclude until no diarrhoea for 24 hours	Not excluded
Chickenpox	See Varicella-Zoster	Not excluded
Cytomegalovirus infection (CMV)	Exclusion is <b>not</b> necessary	Not excluded
Conjunctivitis	Exclude until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis)	Not excluded
Cryptosporidium infection	Exclude until no diarrhoea for 24 hours	Not excluded
Diarrhoea (no organism identified)	Exclude until no diarrhoea for 24 hours	Not excluded
Food poisoning	Exclude until well - no vomiting or diarrhoea for 24 hours	Not excluded
Fungal infections of the skin (eg. ringworm, tinea)	Exclude until the day after starting appropriate treatment	Not excluded
Giardiasis	Exclude until no diarrhoea for 24 hours	Not excluded
Glandular fever (infectious mononucleosis, EBV infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters are dry	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until person has received appropriate antibiotic treatment for at least 4 days	Not excluded\Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected.	Not excluded
Hepatitis A	Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion is <b>not</b> necessary	Not excluded
Hepatitis C	Exclusion is <b>not</b> necessary	Not excluded

Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices, they should be excluded until the sores are dry. Sore should be covered with a dressing where possible.	Not excluded
Human immunodeficiency virus (HIV/AIDS)	Exclusion is <b>not</b> necessary. If the person is severely immuno compromised they will be vulnerable to other people's infections	Not excluded
Human parvovirus (slapped cheek, fifth disease)	Not excluded	Not excluded
Hydatid disease	Exclusion is <b>not</b> necessary	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for at least 4 days after the onset of the rash	Immunised and immune contacts are not excluded. Non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case.
Meningitis (viral)	Exclude until well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment completed and until well	Not excluded
Molluscum contagiosum	Exclusion is <b>not</b> necessary	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days fter starting appropriate antibiotic treatment, or for 21 days from the onset on coughing.	Contact a public health unit for specialist advice about excluding non-vaccinated contacts or antibiotics.



Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Exclusion is not necessary	Not excluded
Rotavirus infection	Exclude until no diarrhoea for 24 hours	
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonella infection	Exclude until no diarrhoea for 24 hours	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced	Not excluded
Shigella infection	Exclude until no diarrhoea for 24 hours	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Exclusion is <b>not</b> necessary	Not excluded
Tuberculosis	Exclude until medical certificate is produced from appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella- (chickenpox and shingles)	Exclude until all blisters have dried (usually 5 days)	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until no diarrhoea for 24 hours	Not excluded
Worms	Exclude if diarrhoea present	Not excluded

THE CENTRE CATERS FOR CHILDREN UNDER 12 MONTHS AND CANNOT AFFORD TO RISK ANY CROSS INFECTION.

THE NOMINATED SUPERVISOR/FIRST AID OFFICER MAY REQUEST A MEDICAL CERTIFICATE AT ANY TIME IF THEY DEEM IT NECESSARY FROM A GENERAL PRACTITIONER.

It is the policy of the Centre that any child who has been ill for whatever reason during the last 24 hours or absent from the Centre due to illness **MUST**, without exception, be seen by our Nominated Supervisor or Certified Supervisor/First Aid Educator before re admission to the Centre. At this time your child's suitability for return to the Centre will be assessed and if deemed unfit, in regards to the above policy, (not well enough to cope with group situations and activities) your child will be excluded.

It is a directive from the Department of Health that your child's immunisation record is kept on record by our Office Manager before enrolment and updated regularly. Otherwise, your child will be treated as an unimmunised person, and may be excluded from the Centre when an immunisable illness is identified within the Centre, with fees still payable for this time.

### **INFORMING PARENTS OF COMMON INFECTIOUS DISEASE IN THE CENTRE**

All parents/caregivers will be notified of any common infectious disease in the service by signs at our front entry area. This will help pregnant women, families living with AIDS, and other children who have lower immunity to infectious diseases.

PLEASE NOTE THAT THESE EXCLUSIONS APPLY TO EDUCATORS IN THE SAME WAY THAT THEY APPLY TO EACH CHILD.

For any additional information on specific illnesses listed above, approach any member of staff, who will endeavour to meet your enquiries or contact the Department of Health. If your child has one of the tabled illnesses, you may be given information which will explain symptoms, transmission and treatment.

### **ALLERGIES**

The Nominated Supervisor and Educators **MUST** be informed of any allergies that your child may have, whether they be caused by food, medication or plant. If we are unaware of an allergy, we cannot prevent your child from coming into contact with the allergy source.

**ALL FAMILIES ARE EXPECTED TO RESPECT AND ABIDE BY THESE HEALTH POLICIES. THEY ARE ALSO REQUIRED TO MAKE ARRANGMENTS TO COLLECT YOUR CHILD WITHIN 30 MINUTES OF EDUCATORS FIRST CONTACTING YOU ABOUT YOUR CHILD'S HEALTH.**



If you would like to know any more information, please do not hesitate to ask the Nominated Supervisor or any other staff member, we aim to establish a partnership approach to the care and education of your children and encourage you to ask questions.

We hope you have found this Parent Information Booklet to be informative in all areas of our Early Education and Care Facility.

Any suggestions or ideas you may have for improvement or updating this booklet are very welcome, as we strive to communicate as effectively as possible with our parents/caregivers and families.





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ARGENTON NSW 2284  
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(access via Hunter Sports Centre driveway)